

**INNER WHEEL DISTRICT 345**

**CLUB’S INFORMATION & PLANS**

Inner Wheel Club of…………………….

* ***CLUB HISTORY***

1. Date of Formation-
2. Sponsor Club-
3. Charter Presented by (Chairman & Extension Organiser)-
4. Charter Date -
5. Charter Number-
6. Charter President-
7. Charter Secretary-
8. Number of Charter member-

* ***CLUB SERVICE & ADMINISTRATION***

1) Number of Members till today-

i) Active……………………..ii) Honored Active………………………….

iii) Honorary……………………………..

2) How is your attendance ? ………………………….%

3) Do you have any transfer ? Yes/No

4) Members resigned this year ………………………….

5) New member join this year …………………………

6) Members involved with different profession (name profession):

7) Do you follow the quorum rules for

i) General Meeting (20% attendant) : Yes/No

ii) Executive Committee Meeting(4 members must attend) : Yes/No

8) Do you have audit File & name of the audit company.

9) Do you read financial report every month ? Yes/No

10) When you have paid for IIW Capitation & District Fees?

11) Do you keep regular liaison with

i) District Executive committee of 345 Yes/No

b) Rotary & other Inner Wheel Clubs : Yes/No

12) Do you read & discuss letters receiving from District/Clubs in the meeting? Yes/No

13) Have you sponsor any Inner Wheel Club ? Give name & formation date.

14)Do you keep the following :

i) IIW Constitution & Handbook Yes/No

ii) Original Charter Yes/No

iii) Minutes Book with agenda & Attendance Yes/No

iv) Committee meeting File (Executive & general) Yes/No

v) Correspondence File Yes/No

vi) Membership Form & File Yes/No

P.T.O

vii) Cash book & cheque books (general & charity accounts) Yes/No

viii) Voucher File Yes/No

ix) Audited Balance Sheet Yes/No

x) Publication & Newspaper Cutting File. Yes/No

xi) Photo Album. Yes/No

xii) Club banner & extra lapel pin Yes/No

* ***CLUB PLANS***

1. Have you invite Speaker in your Club’s general meeting ? (give detail)
2. Do you raise funds for your activities ? If yes, How ?
3. Is there any media coverage of your Club’s program/project?
4. Do you follow the proper way to welcome & induct new Member? How ?
5. Continuous/Running Project (how many):
6. How many projects do you take in a month?
7. Do you continue old projects ? Name 2 continuous/running project of your Club?
8. In which project you are involved with most-Individual/Jointly? - If both, then why?
9. Have you involve yourself with IIW Social Project?
10. How do you adopt new projects ?
11. Do you have regular liaison with your sponsoring Club (If any) ?

………………………………. ………………………..

President (signature) Secretary(signature)

Date……………………………

**(\*\*This form should be filled by the Club President and submit to District Chairman 7 days before her official visit)**